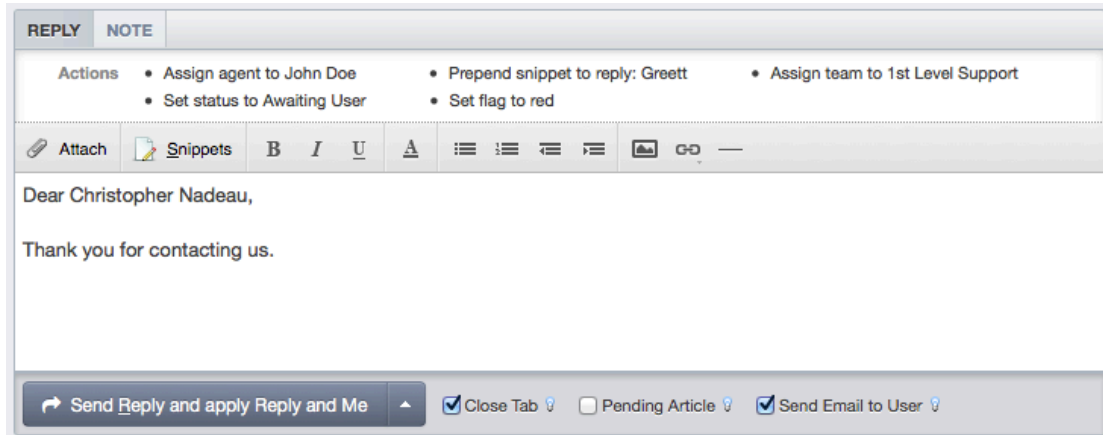


## Improved Reply Box

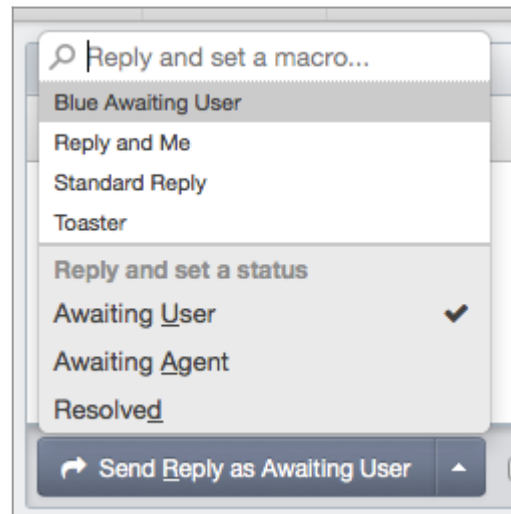
[Product](#) - [تعليقات \(.\)](#) - Chris Padfield - 2013-03-21

The new replybox has been redesigned from the ground up to make it easier and faster to write replies and .apply actions



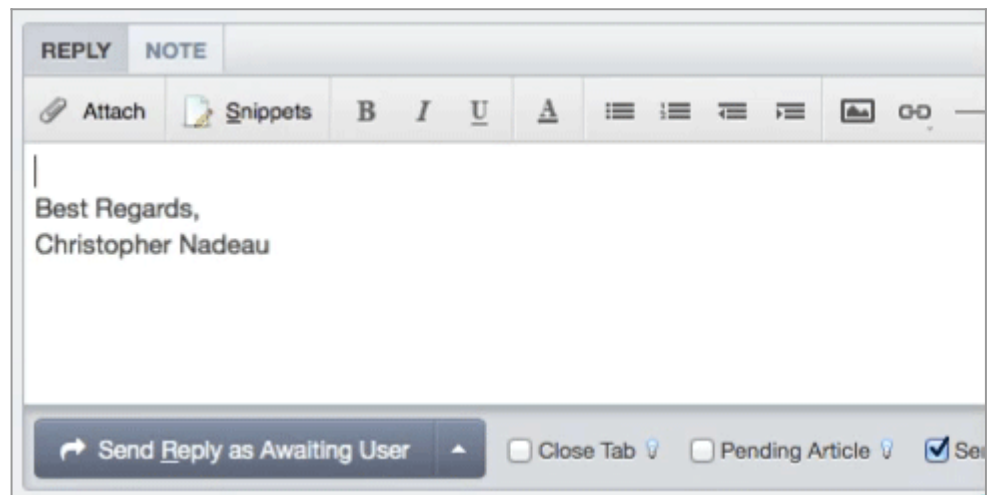
The screenshot shows the 'REPLY' tab selected. At the top, there are 'Actions' with a list of macros: 'Assign agent to John Doe', 'Prepend snippet to reply: Greett', 'Assign team to 1st Level Support', 'Set status to Awaiting User', and 'Set flag to red'. Below this is a rich text editor with 'Attach' and 'Snippets' buttons, and standard text formatting tools (Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo). The text area contains 'Dear Christopher Nadeau,' and 'Thank you for contacting us.' At the bottom, there is a 'Send Reply and apply Reply and Me' button, and three checkboxes: 'Close Tab' (checked), 'Pending Article' (unchecked), and 'Send Email to User' (checked).

When you reply, you have an option of which *reply action* you want to apply. By default this simply changes the .ticket status according to the admin-defined defaults. But you may also choose a macro to apply instead



The screenshot shows a dropdown menu titled 'Reply and set a status'. It lists several options: 'Blue Awaiting User', 'Reply and Me', 'Standard Reply', 'Toaster', 'Awaiting User' (which is selected and has a checkmark), 'Awaiting Agent', and 'Resolved'. At the bottom of the menu is a 'Send Reply as Awaiting User' button.

The reply box has also been improved with the new snippet shortcut codes features that lets you type special .codes that expand into your defined snippet text



.To further improve your workflow, you can use the new keyboard shortcuts to activate any of these features

- shift+r**: Puts your cursor into the reply box
- alt+r**: Sends your reply
- alt+s**: Opens the snippets directory
- alt+o**: Opens the reply actions menu
- alt+u**: Sets the reply action to Awaiting User
- alt+a**: Sets the reply action to Awaiting Agent
- alt+d**: Sets the reply action to Resolved

.Note: For Mac users, use ctrl instead of alt

- البطاقات
- [replybox-20130320](#)
- [build-251](#)